

## **PDC Technical Assistance Grant Minimum Standards**

The Virginia Coastal Zone Management Program is committed to maintaining as much flexibility for Technical Assistance grants to Planning District Commissions as possible so that projects can be tailored to meet local needs. In order to provide more standardized project results and facilitate reporting to NOAA, however, it is necessary to apply minimum standards for these grants. The overall mission of the technical assistance grants is to advance coastal management at the local level. To achieve this, PDC efforts should be closely tied to the ten goals contained in Executive Order 21 and meet the minimum standards listed below.

**1. Coordination.** Sharing information on coastal management issues is a key component of the technical assistance efforts of planning district commissions. This may include sharing information among local governments within the PDC, or between local governments and state or federal agencies. PDCs should, at a minimum, hold quarterly meetings of local government representatives directly involved in the management of coastal resources. Quarterly meetings should be designed to do several things: provide information to localities about state/federal initiatives, solicit input from localities on state/federal initiatives, and to allow the exchange of information between localities. These meetings can also be the forum used to offer the “Training” discussed below. The products submitted to evidence this coordination should focus on the outcome of such meetings (e.g. position papers, talking points, or meeting summaries) and not simply meeting agendas.

**2. Training.** PDCs are in an excellent position to provide regularly scheduled training on coastal resource management issues to local government representatives. At a minimum, PDCs should provide four training opportunities during a grant year. Training should relate to one or more of the Virginia CZM Program goals and could be provided as a portion of the quarterly local government meetings, or through separate workshops or meetings. Training could be provided by state agency staff, PDC staff, academics or other experts involved in the selected topic. Acceptable deliverables could include copies of training presentations (powerpoints / handouts), lists of attendees, agendas and meeting summaries.

**3. Issue Analysis / Special Projects.** In addition to day-to-day technical assistance, each PDC should undertake at least one project during the grant year that helps advance one or more of the coastal resource management goals in Executive Order 21. Projects should involve problem identification, background research, data collection, analysis, and recommendations regarding a coastal resource management issue that is important to the region or to a particular locality. Projects should also involve coordination with appropriate stakeholders and result in a product (report, map, brochure, etc.) that can be included as a deliverable.

If you have any questions about these minimum standards, please call your Virginia CZM Program Project Manager for further explanation.